

**CLASSIFICATION:** LAND SURVEYOR TECHNICIAN I

**Class Code:** 5613-20

**Date Established:** 11-01-14

**Occupational Code:** 7-5-7

**Date of Last Revision:**

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To perform surveying functions under the supervision of a licensed land surveyor at the Department of Transportation related to the planning, project development and/or maintenance of transportation structures and facilities, and to provide right-of-way information in response to inquiries.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Researches, prepares and provides documentation attesting to the legal width, location and ownership of state highways for land surveyors, attorneys and the general public.
  - Analyzes legal descriptions in title documents to produce plans showing highway rights-of-way and property lines and easement locations using computer aided drafting/design and survey software.
  - Researches historical road layouts, Commissioner's Returns of Layouts and right-of-way plans to define limits of existing right-of-ways for state projects and outside requests.
  - Reviews new right-of-way plans for the correctness of their depiction of existing right-of-way lines and information.
  - Develops an exhibit sketch for each property in condemnation proceedings to fulfill state statute requirements and for recording by a licensed land surveyor at the Registry of Deeds.
  - Assists the Right-of-Way Bureau's licensed land surveyor in field work as necessary.
  - Develops existing right-of-way line and text drawings for new highway and bridge projects using legacy alignments, right-of-way research and other sources, and develops survey requests for supplemental detail as needed.
  - Prepares registry plans for recordation under the supervision of a licensed land surveyor.
  - May supervise and train new employees as well as interns; checks deeds prepared by others for correctness and accuracy.
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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications or in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

**Physical Demands:** Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

**Communication:** Requires explaining facts, interpreting situations or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with a major study in land surveying, civil technologies, forestry, engineering, geography, or related field.

**Experience:** Three years of experience in land surveying, engineering, mapping, right-of-way research, or related field.

**OR**

**Education:** Associate's degree from a recognized college or university with a major study in land surveying, civil technologies, forestry, engineering, geography, or related field.

**Experience:** Five years of experience in land surveying, engineering, mapping, right-of-way research, or related field.

**License:** Must possess a valid New Hampshire driver's license or have access to transportation. The applicant's Motor Vehicle Record (MVR) must meet the minimum standards as established by the hiring agency. Must attain a Surveyor in Training Certificate within the first twelve (12) months of appointment to position.

**RECOMMENDED WORK TRAITS:** Knowledge of computer aided drafting and design. Knowledge of engineering techniques at a pre-professional level. Knowledge of surveying and designing of highways. Skill in the use of surveying, drafting and computing instruments. Ability to make and develop drawings and tracings and to make technical mathematical computations. Ability to form computations to compile data used in preparation of survey maps and charts. Ability to effectively communicate both orally and in writing. Ability to establish and maintain effective working relationships with other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list specific functions of this class title.